



Maltreatment of Vulnerable Adults Mandated Reporting Policy and Procedures

If you are a mandated reporter, and you know or suspect maltreatment of a vulnerable adult, you must report it immediately (within 24 hours).

Where to Report

You must report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) at 1-844-880-1574. MAARC is open 24 hours, seven days per week. Mandated reporters include but are not limited to mental health professionals: psychiatrists, psychologists, therapists. Reports can be made via a web-based reporting system. Reports will be promptly submitted, by the above professionals, to the appropriate investigative agencies. You may also report internally to the Clinical Director. If that individual is involved in the alleged or suspected maltreatment, you must report to the Treatment Director.

Internal Report

When an internal report is received, the Clinical Director is responsible for deciding if the report must be forwarded to the Minnesota Adult Abuse Reporting Center (MAARC). If that person is involved in the suspected maltreatment, the Treatment Director will assume responsibility for deciding if the report must be forwarded to MAARC. The report must be forwarded within 24 hours. If you have reported internally, you should receive, within two working days a written notice that tells you whether your report has been forwarded to MAARC. You should receive this notice in a manner that protects your identity. It will inform you that if you are not satisfied with the facility's decision on whether to report externally, you may still contact the reporting center and be protected against retaliation.

Internal Review

When Advanced Counseling, LLC has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days. The internal review must include an evaluation of whether:

1. related policies and procedures were followed
2. the policies and procedures were adequate
3. there is a need for additional staff training
4. the reported event is similar to past events with the vulnerable adults or the services involved
5. there is a need for corrective action by the license holder to protect the health and safety of vulnerable adults

Primary and Secondary Person or Position to Review

The internal review will be completed by the Clinical Director. If this individual is involved in the alleged or suspected maltreatment, the Treatment Director will be responsible for completing the internal review.

Documentation of Internal Review

Advanced Counseling will document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Failure to Report

A mandated reporter who knows or had reason to believe a child had been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the MN Department of Human Services.

Staff Training

The license holder shall ensure that each new mandated reporter receives an orientation within 72 hours of first providing direct contact services to a vulnerable adult and annually thereafter. The orientation and annual review shall inform the mandated reporters of the reporting requirements and definitions specified under Minnesota Statutes, sections 626.557 and 626.5572, the requirements of Minnesota Statutes, section 256.65, the license holder's program abuse prevention plan, and all internal policies and procedures related to the prevention and reporting of maltreatment of individuals receiving services. The license holder must document the provision of this training, monitor implementation by staff, and ensure the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

For further information, visit 222.mn.gov/adult-protection.

THIS REPORTING POLICY MUST BE POSTED IN A PROMINENT LOCATION, AND BE MADE AVAILABLE UPON REQUEST.